



County of Los Angeles
Sheriff's Department Headquarters
4700 Ramona Boulevard
Monterey Park, California 91754-2169



LEROY D. BACA, SHERIFF

March 16, 2007

The Honorable Board of Supervisors
County of Los Angeles
383 Kenneth Hahn Hall of Administration
Los Angeles, California 90012

Dear Supervisors:

**EXTENSION OF EXISTING INFORMATION TECHNOLOGY SUPPORT SERVICES
MASTER AGREEMENT (ITSSMA) WORK ORDER AND INCREASE THE MAXIMUM
WORK ORDER AMOUNT FOR THE MODIFIED AUTOMATED PROCESS AND
ACCOUNTING SYSTEM (MAPAS)**

This letter is to notify your Board of our intent to request the Internal Services Department (ISD) to extend the Information Technology Support Services Master Agreement (ITSSMA) Work Order N01-0155 with Sierra Systems Inc. from March 31, 2007, to March 30, 2009, to provide support for sustaining maintenance of an existing Modified Automated Process and Accounting System (MAPAS) in the Los Angeles County Sheriff's Department (Department). In accordance with the ITSSMA guidelines, prior Board notice is required for projects that will exceed \$300,000. Your Board was previously notified when this project exceeded the \$300,000 threshold. There is no net County cost, as funding is totally covered by revenue generated from the performance of civil and criminal process services.

BACKGROUND

The MAPAS is a software application that assists the Department and other County departments in managing and tracking the service of civil and criminal process handled by the Department. MAPAS functions as an automated accounting program that interfaces with the County's Auditor-Controller's Trust Warrant Writing System (TWWS). Approximately 200 users at 40 County sites access the MAPAS automated accounting system over the County's computer network.

MAPAS was fully implemented in May 1990, by the Los Angeles County Marshal's Office. The Department assumed responsibility for its operation upon the Sheriff/Marshal merger that took place in 1994.

A Tradition of Service

During the 16 years that MAPAS has been in production, the software application has been periodically updated to incorporate legally mandated changes and major functionality enhancements to address usability and performance issues. MAPAS consists of the following major functions: case tracking, trust accounting, management and operational reporting, court security, and administrative support functions. It is a mature and well-maintained system, but lacks the functionality the Department requires to meet its future business needs.

Sierra Systems Inc., the current vendor, was originally selected through a competitive ITSSMA Work Order solicitation and has performed within the requirements of the Work Order. Amendment of this Work Order will enable the Department to continue to provide for MAPAS maintenance and system enhancements where necessary, while the Department is generating the specifications and design for a competitively procured system to replace MAPAS, as outlined in the Sheriff's Fiscal Year 2007-2008 Business Automation Plan. The replacement of MAPAS is currently targeted for the second quarter of Fiscal Year 2008-2009.

SCOPE OF WORK

The scope of the amended work order includes:

1. Ongoing, sustaining maintenance, and enhancement of the MAPAS software application: One full-time equivalent (FTE) senior-level consultant will provide up to 200 hours of consulting services per month at a rate of \$143 per hour. The tasks involved for the ongoing maintenance and when necessary, enhancement of the MAPAS application, along with the applicable schedule and timelines, will be determined by the Department's project manager.
2. On-call response on 24-hours a day, seven days a week: Based on current service levels, the contractor must have a consultant on-call and available to respond 24-hours a day, seven days a week. The current fixed cost for on-call service is \$1,000 per month.
3. Additional minor enhancement and new server testing: The Department is in need of having the contractor develop an enhancement to MAPAS to provide the capability to electronically transfer funds from employers to the Department to satisfy Earnings Withholding Order (EWO) judgments. The contractor will also be testing MAPAS and certify it for operation on the newly purchased server. The cost for this type of work will be on a "time-and-materials" basis at an hourly rate of \$130 per hour with a not-to-exceed maximum total cost of \$57,200. However, the County will only be billed for the actual hours used to complete the enhancement and perform the testing.

JUSTIFICATION

The MAPAS software application is composed of many complex modules that would be difficult and time-consuming for a new contractor to learn. The contractor has extensive experience and knowledge of the system and there is no County staff available to support this system. In addition, the contractor's staff is available around-the-clock in case of unplanned system downtime. The availability of MAPAS is critical to the Department's court operations and the accounting for large sums of trust monies that are transferred automatically to the Auditor-Controller automatically on a daily basis.

Sierra Systems Inc. hourly rate has remained consistent at \$130 per hour since the inception of the Work Order. With this additional two-year time extension, Sierra Systems Inc. has requested a modest rate increase to \$143 per hour only for the 200 hours of monthly maintenance. This 10 percent increase is less than the total annual movement in County salaries of 11 percent since 2002. Movement of County salaries is typically used to cap contract cost-of-living increases. This rate increase for the maintenance hours is requested in lieu of re-bidding the Work Order and risking an even higher rate increase through an open bid, even though the existing contractor is the only viable vendor able to bid this work. The hourly rate for any minor enhancement work will remain at \$130 per hour. The Chief Information Office has reviewed and concurs with this work order amendment.

This Agreement has been approved as to form by County Counsel.

FISCAL IMPACT

The current Work Order was competitively bid in 2001 and awarded in January 2002. The Work Order has been amended several times with the most recent amendment having been executed on June 30, 2006. The term of the current amendment expires on March 30, 2007.

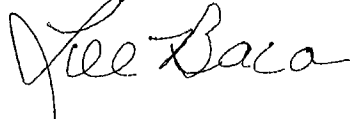
This amendment increases the Work Order amount by \$767,600 to a total Work Order amount not to exceed \$2,415,600. The funding is provided by revenue generated from the performance of civil and criminal process services. There is no net County cost.

CLOSING

Consistent with ITSSMA policies and procedures, we are informing your Board of our intention to amend the term of this Work Order and increase the maximum dollar amount. If no comment is received on this notice within two weeks, we will notify ISD to proceed with the Work Order amendment.

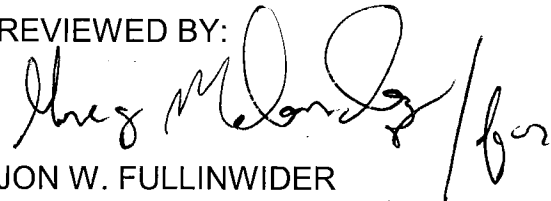
If there are questions regarding this matter, please contact Lieutenant Marie Hannah at (626) 300-3103.

Sincerely,

A handwritten signature in cursive script that reads "Leroy D. Baca".

LEROY D. BACA
SHERIFF

REVIEWED BY:

A handwritten signature in cursive script that reads "Jon W. Fullinwider".

JON W. FULLINWIDER